Site and Subgrantee Management

Overview of the e-Course Series

- AmeriCorps Prohibited Activities
- AmeriCorps Allowable/Unallowable Activities
- Demonstrating the Impact of Service
- Grant Amendments
- Managing the CNCS Partnership
- Member Management
- Member Position Descriptions
- Overview of the CNCS Partnership
- **Site and Subgrantee Management**
- Sustainability Planning

Important Reminder

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The information in this e-Course is for training purposes and does not represent all requirements for AmeriCorps State and National grantees and AmeriCorps members.

Grantees are responsible for knowing, understanding, and complying with all federal and state laws and regulations, and, accordingly, must consult the primary sources for information related to their grant award. Tribes, national programs, and commissions should speak with the assigned CNCS Program Officer about any questions on grant-related activities.

Learning Objectives

In this module, we will:

- Review the cycle of AmeriCorps program development

- Define the roles of sites and subgrantees

- Review the source of site and subgrantee management requirements

- Identify key elements of site management

- Discuss the role of State Service Commissions in site and subgrantee management

Module Map

Terminology and Acronyms

AmeriCorps Grant Provisions

Code of Federal Regulations (CFR)

Prime Grantee

Subgrantee

State Service Commission

Member Portal

Terminology and Acronyms

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AmeriCorps Grant Provisions

Code of Federal Regulations (CFR)

Prime Grantee

Subgrantee

State Service Commission

Member Portal

Published by CNCS each year, and they provide specific details on the AmeriCorps grant requirements

Terminology and Acronyms

AmeriCorps Grant Provisions

Code of Federal Regulations (CFR)

Prime Grantee

Subgrantee

State Service Commission

Member Portal

The federal code that guides all AmeriCorps grant and member activities

Terminology and Acronyms

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AmeriCorps Grant Provisions

Code of Federal Regulations (CFR)

Prime Grantee

Subgrantee

State Service Commission

Member Portal

A direct recipient of the AmeriCorps grant. Multi-state programs, tribal programs or planning grantees, and State Service Commissions are Prime Grantees of CNCS

Terminology and Acronyms

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AmeriCorps Grant Provisions

Code of Federal Regulations (CFR)

Prime Grantee

Subgrantee

State Service Commission

Member Portal

An organization that receives AmeriCorps grant funds or member positions from a Prime Grantee of CNCS; state or local programs funded in the Competitive or Formula grant cycles are subgrantees of State Service Commissions

Terminology and Acronyms

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- AmeriCorps Grant Provisions
- Code of Federal Regulations (CFR)
- Prime Grantee
- Subgrantee
- State Service Commission
- Member Portal

A Governor-appointed entity that oversees AmeriCorps State grants and subgrantees; commissions also engage in a variety of activities above and beyond AmeriCorps grant management

Terminology and Acronyms

AmeriCorps Grant Provisions

Code of Federal Regulations (CFR)
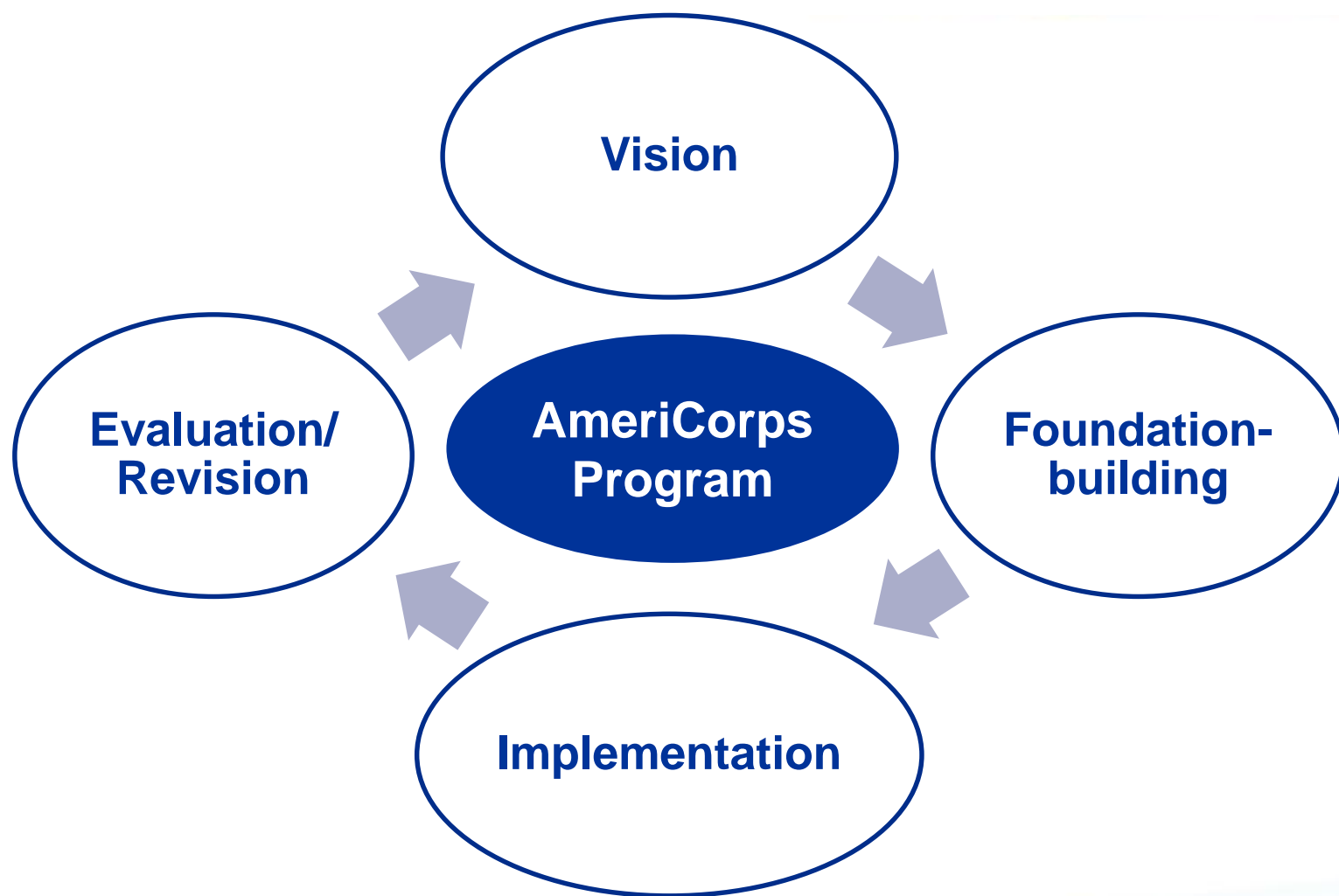
Prime Grantee

Subgrantee

State Service Commission

Member Portal

The online system used to enroll and exit AmeriCorps members

Cycle of AmeriCorps Program Development

What is a Site?

AmeriCorps grants typically operate on three levels:

- Grantee (parent organization)
- Operating Sites (manage program on state/regional level)
- Service Locations (where members serve)

Depending on program design, particular sites may function on more than one level.

The grantee has overall legal, administrative, and fiscal responsibility for the entire scope of the program.

In this course, the general term 'site' refers to both operating sites and service locations.

Role of Sites

Operating sites and service locations are key players in AmeriCorps member training, support, and supervision.

Grantees must create strong site management practices to:

- *Prevent* any non-compliance issues
- *Detect* problems if they occur
- *Enforce* prompt corrective actions

Source of Requirements

Where are the requirements located for AmeriCorps site management?

- Annual Grant Provisions
- AmeriCorps Regulations (45 CFR)
- Additional CNCS Guidance
    - Annual Notice of Funding Opportunity (NOFO)
    - Frequently Asked Questions (FAQs)
    - National Service Criminal History Check Requirements
    - And more, found at: www.nationalservice.gov

Elements of Site Management

Site
Selection

- Community need
- Program performance goals
- Site capacity

Site
Training

- Program requirements
- AmeriCorps identity

Site
Monitoring

- Timesheets
- Member activities

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Site Selection Process

1	Outreach
2	Application/Screening Process
3	Final Decision

Site **Selection**
- Community need
- Program performance goals
- Site capacity

Site Training

Who?

How?

What?

When?

Where?

Site **Training**
- Program requirements
- AC identity
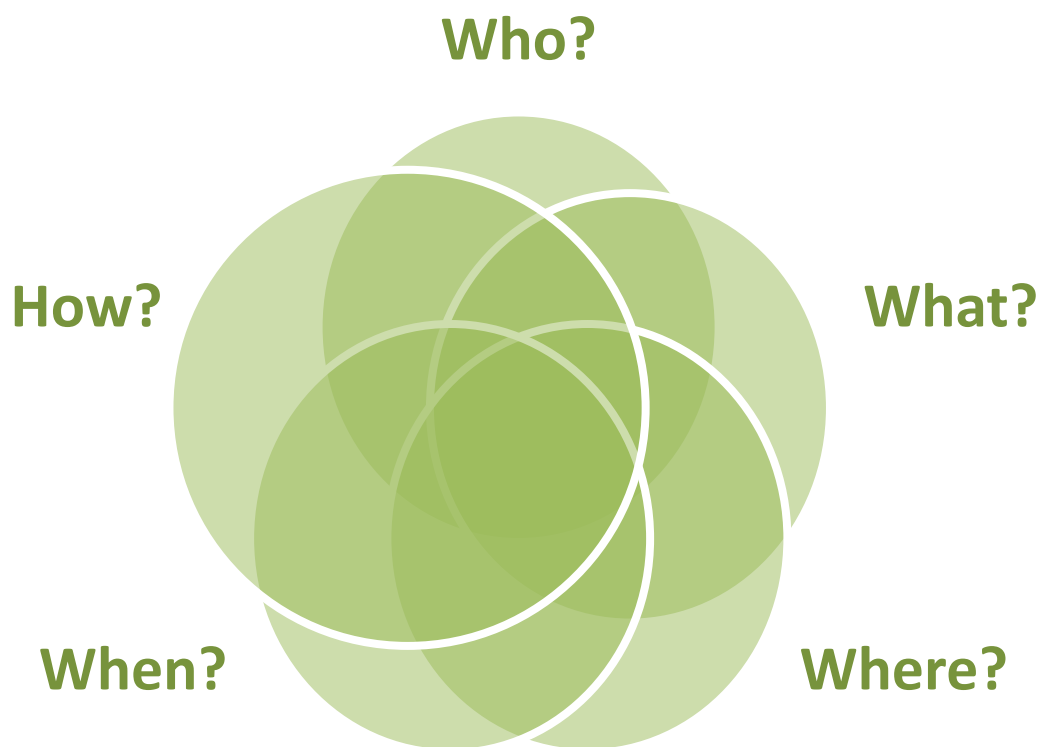
Site Training Manual Example

Section 1:
Americorps
Program
Information

Section 3:
Member
Recruitment

Section 5:
The Service
Year At-A-
Glance

Section 2:
Site Policies
and
Procedures

Section 4:
Member
Selection

Site Training Manual Example

SECTION 1: AMERICORPS PROGRAM INFORMATION

- AmeriCorps Overview
- Affiliation with the AmeriCorps Network
- Program Staff Bios
- AmeriCorps Team Leader Position Description
- Program Results

Section 1	Section 2	Section 3	Section 4	Section 5
●	○	○	○	○

Site Training Manual Example

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SECTION 2: SITE POLICIES AND PROCEDURES

- Policies and Procedures for Service Sites
- Site Memorandum of Understanding
- Prohibited Activities
- Reporting Requirements
- AmeriCorps Member Timesheet

Section 1	Section 2	Section 3	Section 4	Section 5
●	●	●	●	●

Site Training Manual Example

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SECTION 3: MEMBER RECRUITMENT

- AmeriCorps Benefits Overview
- AmeriCorps Benefits: Effects on Public Assistance
- AmeriCorps Member Fact Sheet
- AmeriCorps Member Application

Section 1	Section 2	Section 3	Section 4	Section 5
○	○	●	○	○

Site Training Manual Example

SECTION 4: MEMBER SELECTION

- Steps
- Suggested Interview Questions for Sites
- Suggested Interview Questions for Member Applicants
- Sample Member Enrollment Packet
- Sample Member Service Agreement

Section 1	Section 2	Section 3	Section 4	Section 5
●	●	●	●	●

Site Training Manual Example

SECTION 5: THE SERVICE YEAR AT-A-GLANCE

- AmeriCorps Member Site Orientation Requirements
- AmeriCorps Member Site Supervision
- Policies and Procedures for AmeriCorps Members
- AmeriCorps Program Training Goals and Schedule
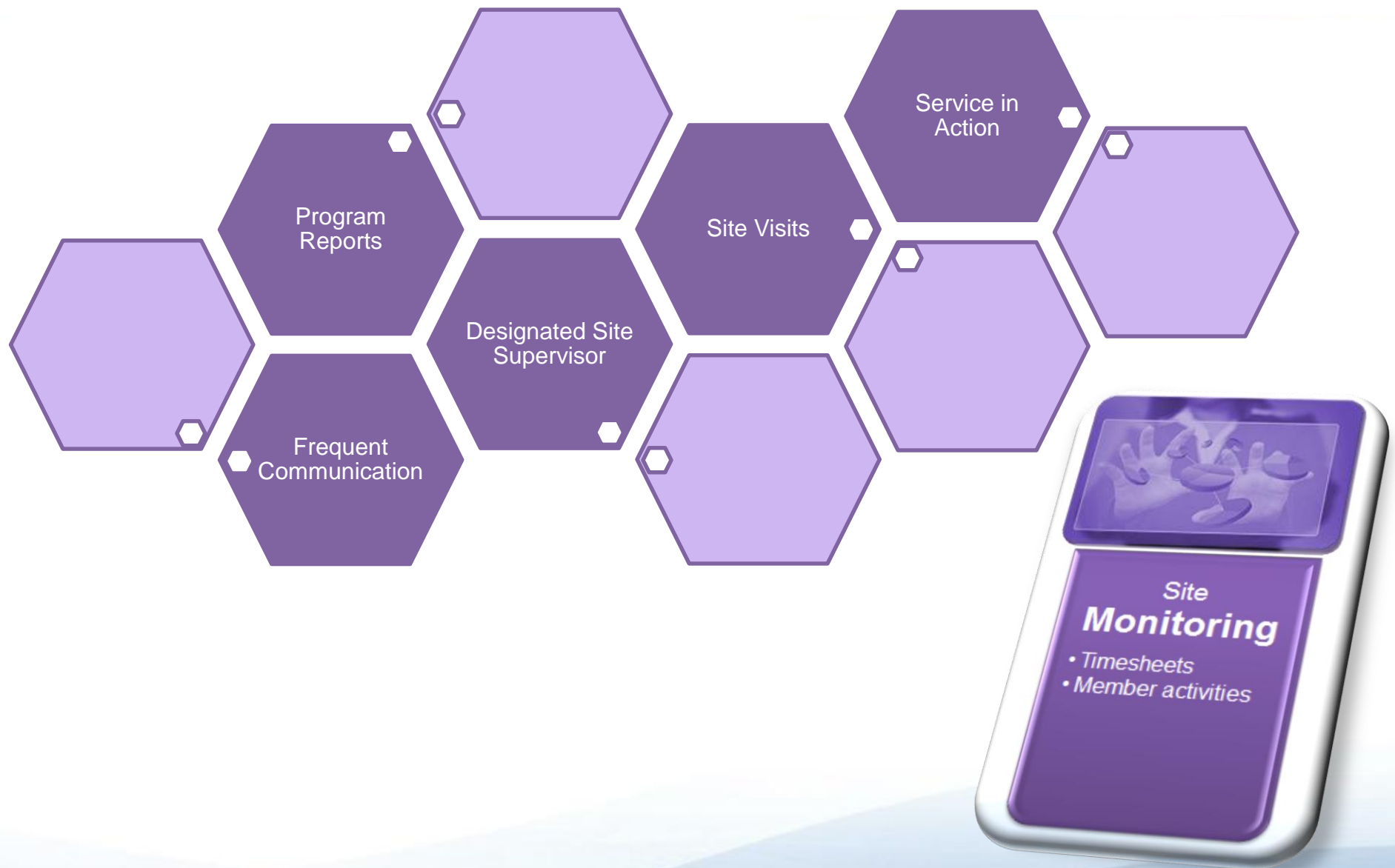- Sample Evaluation Tools

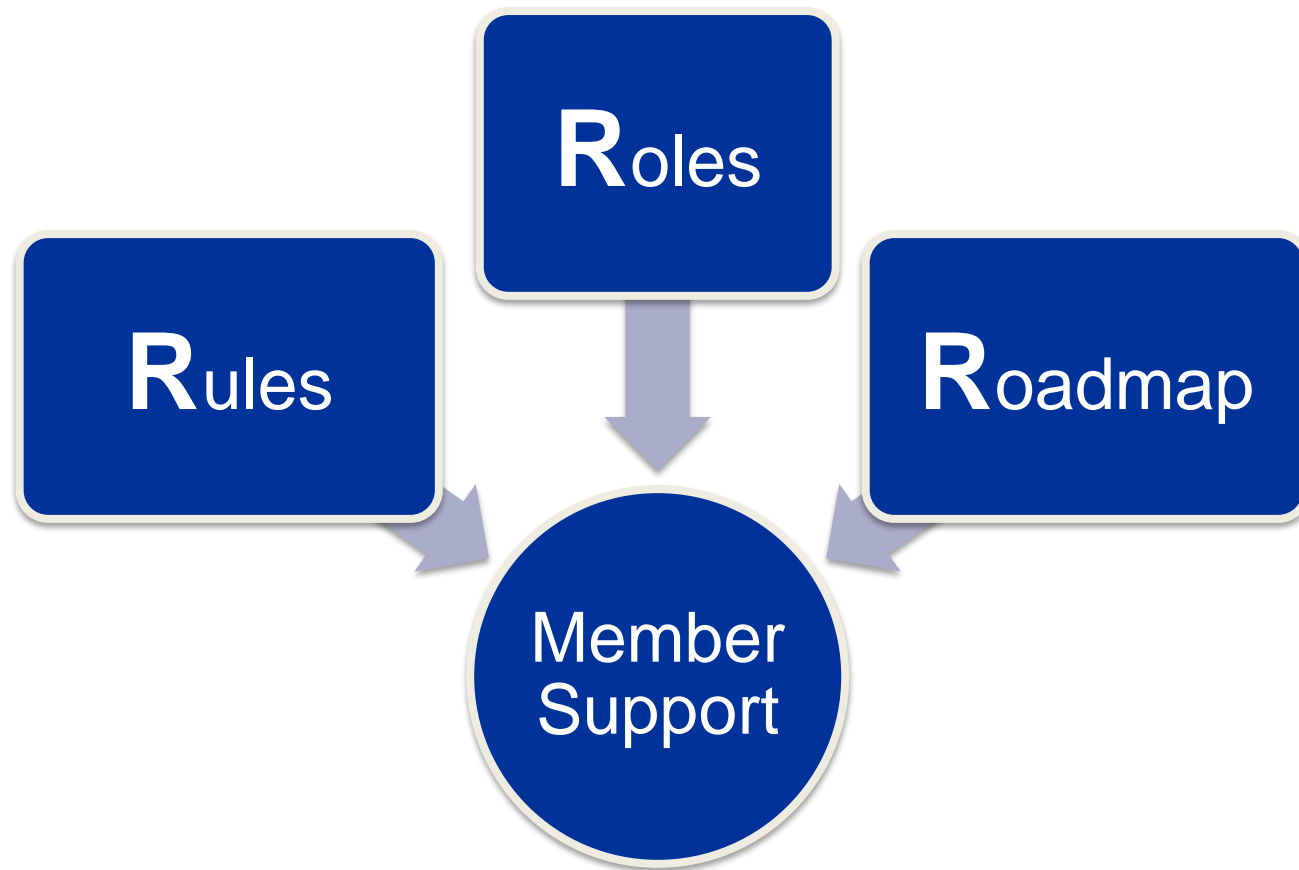| Section 1	Section 2	Section 3	Section 4	Section 5
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Site Monitoring Plan

Program Reports

Site Visits

Service in Action

Designated Site Supervisor

Frequent Communication

Site **Monitoring**
- Timesheets
- Member activities

Site Agreements

Roles

Rules

Roadmap

Member Support

Site Agreement Example

The following Memorandum of Understanding (MOU) establishes an agreement and specific responsibilities for both the AmeriCorps program and the site. This agreement is in effect from September 1 – July 31, 20XX.

PROGRAM AND SITE PARTNERSHIP GOALS

ALL:
-The site staff and AmeriCorps member (ACM) agree to work together to achieve the program goals outlined in the site application and partnership negotiation correspondence.
-The site staff and ACM will work together to develop program goals and objectives and will review changes with program staff.

ROLES AND RESPONSIBILITIES

AMERICORPS PROGRAM:
-Train ACM and site staff in best practices of service program delivery.
-Give technical assistance and support to strengthen the site's program.
-Administer all AmeriCorps enrollment requirements.
-Lend marketing support to site and its service activities.

SITE:
 -Recognize ACM and the AmeriCorps program and identify ACM by name and title in all program and marketing materials.
-Fully orient staff, current volunteers, and other important stakeholders to the AmeriCorps program agreement and requirements.
-Ensure adequate workspace including a phone, desk, and access to a computer and the Internet by the first day of the ACM's term of service.
-Provide the ACM with a thorough orientation and direct supervision (to include at least four hours per month).
-Participate in four training days with the AmeriCorps program over the course of the program year.
-Adhere to AmeriCorps regulations and the AmeriCorps Program Policies and Procedures.

Site Agreement Example

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FINANCIAL INVESTMENT

AMERICORPS PROGRAM:
-Provide living allowance and process other appropriate benefits for the AmeriCorps member (ACM).
-In the event the partnership ends before the service year is complete, regardless of cause, the program will refund to the site the portion of the cash match that has not been paid to the ACM as part of the bi-weekly living allowance.
-Conduct all screening elements necessary for enrollment in AmeriCorps.

SITE:
-Provide the required cash match to the AmeriCorps program no later than September 1.
-Reimburse the ACM for mileage, parking, and other travel expenses incurred on behalf of the agency, and for any parking expenses incurred while working at the site.
-Complete all screening elements necessary for the ACM to serve at the site.

EVALUATION

ALL:
-Track impact of ACM's program development efforts and report to the AmeriCorps program in work plan, program and statistical reports, final report, and partnership survey.
-Participate in the AmeriCorps program evaluation for three years after completion of partnership.

COMMUNICATIONS

ALL:
-Commit to open and regular communications between the site, ACM, and AmeriCorps program staff.
-Agree to address partnership and performance concerns immediately and directly.

SIGNATURES

I have received and I understand the Site Training Manual and related information, which includes the AmeriCorps Program Policies and Procedures for Sites and AmeriCorps Members.

_____
Site Supervisor (Signature and Date)

_____
AmeriCorps Program Director (Signature and Date)

The Role of State Service Commissions

- Requirements as Prime Grantees
- Subgrantee Compliance

Prime Grantee Requirements

Commissions report:

- State-wide data on member placements
- State-wide performance measurement data on members' service at local placement sites

Subgrantee Compliance

Commissions may:

- Review site management plans as part of subgrantee application and annual assessment
- Review site agreements at subgrantee programs
- Monitor site data in the Portal
- Provide training for subgrantee staff

Additional Resources

The Corporation's website contains links to laws, regulations, provisions, FAQs, and other resources to support strong management of AmeriCorps programs and State Service Commissions: www.nationalservice.gov

Summary

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Thank You!

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Thank you for your participation in this e-Course. Please contact your CNCS Program Officer if you have any questions about this material or require additional information.

And thank you for your partnership with the Corporation for National and Community Service.